

## **PLANNING AND RESEARCH OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duties of which are assisting the various operations of the fire department in developing, researching, planning, maintaining, and inventorying department records, equipment, apparatus, coordinating programs and research information. The work also involves purchasing, maintenance, repairs, record and report writing, recognizing standards for fire department operations in reference to supplies and maintenance of vehicles, apparatus, structural facilities and grounds. Work is performed under the general direction of the Fire Chief, who evaluates work by conference and review of reports.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assist in planning and developing of programs for all divisions of the fire department, as well as research various new aspects of fire protection equipment and apparatus.

Assist the various staff members in studies of assigned projects and help to prepare recommendations.

Maintain records and submit reports of work.

Cooperate in working in various divisions on programs, projects, inventory of equipment and apparatus, making investigations of utilization of fire department buildings and premises.

Oversees the maintenance and replenishment of stocks of materials and supplies required in departmental operations; prepares requisitions for purchase; assists in the preparation of specifications for materials, supplies, and equipment, and may negotiate with and interpret departmental requirements for suppliers.

Respond to fire alarms or emergency calls as assigned by his supervisor to offer assistance in coordinating departmental operations of maintenance, fire fighting repairs, etc.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have no felony convictions.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid motor vehicle operator's license issued by the State of Louisiana.

Must have at least three years of full-time, paid experience in fire suppression or other fire related services with a federal, state, local or other governmental firefighting agency, or at least three years of experience in some other field such as fire insurance claims adjusting or industrial fire safety which would provide familiarity with fire hazards, fire codes and fire cause determination.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.